



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
RADM WILLIAM A. MOFFETT BUILDING
47123 BUSE ROAD, BLDG 2272
PATUXENT RIVER, MARYLAND 20670-1547

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Ser AIR-7.3.4/05-026

MEMORANDUM FOR ALL HANDS

MAR 9 2005

From: Commander, Naval Air Systems Command

Subj: PREVENTION OF SEXUAL HARASSMENT POLICY STATEMENT

Encl: (1) NAVAIR Plan for the Prevention of Sexual Harassment

1. Sexual harassment is an illegal, disruptive, and degrading form of behavior that only serves to undermine the integrity and the productivity of employees in the workplace. This type of behavior will not be tolerated in the Naval Air Systems Command. As Commander, I am personally committed to providing each of you a work environment that is free from sexual harassment and other inappropriate behavior. All civilian and military members of our work force are entitled to be treated fairly with dignity and respect. Enclosure (1) further defines my policy and will be adhered to by all hands.

2. Sexual harassment is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

a. submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or;

b. submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or;

c. such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

3. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is also engaging in sexual harassment.

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4. Inappropriate workplace behavior may consist of jokes or remarks of a sexual nature. While this behavior might not meet the legal definition of sexual harassment, it is inappropriate in the work environment and will not be tolerated at this Command.

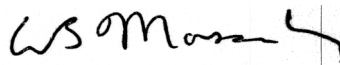
5. I encourage any individual who believes that they have been sexually harassed, or offended by sexually inappropriate behavior, to make it clear to the offender that such behavior is offensive, unwelcome and is not to be repeated. If the objectionable behavior continues, the individual should report the incident to the appropriate supervisory level. If the individual encounters any problem pursuing the allegation through his/her internal chain of command, there are a number of other options to consider for reporting the incident, including:

a. for advice and/or to pursue an allegation of sexual harassment via the discrimination complaint process, civil service employees should contact the local servicing EEO office. Military personnel should consult with their local Equal Opportunity (EO) office;

b. the Department of the Navy has established a toll-free sexual harassment advice and counseling telephone line. This is strictly an advice line and not an investigative or reporting mechanism, nor is it meant to take the place of the chain of command or the discrimination complaint process. The number is 1-800-253-0931 or DSN 882-2507; and

c. to report incidents of sexual harassment for outside investigation, contact the Navy Inspector General's Office at 1-800-522-3451.

6. *Once a supervisor is informed of an incident of alleged sexual harassment, the supervisor will immediately inform and consult with the EEO office within two business days.* Military personnel should consult with their EO office. All supervisors will report any incidents of alleged sexual harassment to the EEO office **whether or not they are resolved informally**. For further procedural/policy guidance, contact the local servicing EEO office.



W. B. MASSENBURG